

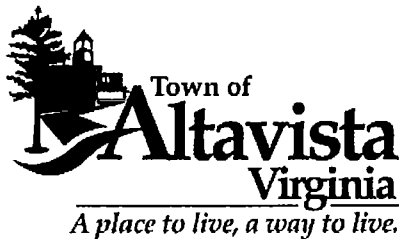
Town Council Agenda Packet

The agenda items listed below may be viewed at Town Hall during normal business hours:

- 3) Minutes
- 4) Check Register
- 5) Financial Reports
 - * Revenue Report
 - * Expenditure Report

Also: The Draft Zoning Ordinance may be viewed at Town Hall or on the Town's website.

All other items are listed below:



MEETING AGENDA
Town of Altavista Council Chambers
J.R. "Rudy" Burgess Town Hall
October 11, 2011

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

.....

6:45 P.M. Finance Committee

Regular Council Meeting (7:00 p.m.)

- 1) Call to Order
- 2) Invocation Memo Calendars
- 3) Approval of Minutes (Tab 2) September 13th Meeting Minutes
- 4) Review of Invoices (Tab 3) Check Register September
- 5) Financial Statements (Tab 4)
Revenue Report September Expenditure Report September
- 6) **Public Comment Period: Notes on the Comment Period** – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for all consideration of the Town Council, staff and other speakers. *(Estimated Time: 15 minutes)*
- 7) **SPECIAL ITEMS OR RECOGNITIONS** (Tab 5) (5 minutes, if needed)
 - *Memorial Resolution – James Lewis*
- 8) **PUBLIC HEARING** (Tab 6)
 - a) Section 46 – 182 & 182.1 – Throwing missiles; shooting; use of bows and arrows; Generally and Pneumatic guns

PUBLIC HEARINGS (Continued)

b) Chapter 86 - Zoning Ordinance revisions

9) **STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Tab 7) (Estimated Time: 15 minutes)

- a) Council Committees
 - i) Finance Committee (Coleman)
 - ii) Police Committee (Mattox)
 - iii) Public Works Committee (Ferguson)
 - iv) Utilities Committee (Dalton)
- b) Others
 - i) PCB Alternative Remediation Committee (Higginbotham)

10) **UNFINISHED BUSINESS** (Tab 8) (Estimated Time: 10 minutes)

- a) Bedford Avenue Park Improvements
- b) Lynch Road Bridge repair/replacement
- c) Council Retreat Update
- d) Appointments
 - i) Board of Zoning Appeals

11) **NEW BUSINESS** (Tab 9) (Estimated Time: 15 minutes)

12) **Town Manager's Report** (Estimated Time: 10 minutes)

- a) Project Updates (Tab 10)
- b) Reports (Tab 11)
 - i) Departmental
 - ii) Others
- c) Other Items as Necessary
- d) Informational Items (Tab 12)

13) **Matters from Town Council Members** (Estimated Time: 10 minutes)

14) **Closed Session**

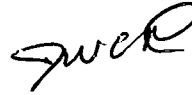
Notice of intent to comply with Americans With Disabilities Act Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, Va. 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

**ALTAVISTA TOWN COUNCIL REGULAR MEETING
OCTOBER 11, 2011 – 7:00 P.M. – TOWN COUNCIL CHAMBERS**

TO: Mayor Burgess and Members of Town Council

FROM: J. Waverly Coggsdale, III, Town Manager



DATE: October 7, 2011

RE: Town Council Meeting – October 11, 2011

Finance Committee meets at 6:45 p.m.

REGULAR TOWN COUNCIL MEETING @ 7:00 p.m.

❖ **AGENDA**

The agenda for the October Regular Council Meeting is found at **Tab #1**. Council should approve the agenda before conducting the regular monthly business.

❖ **MINUTES**

The minutes for the September 13th Council Meeting can be found at **Tab #2**.

❖ **INVOICES**

The check register showing invoices paid during September 2011 can be found at **Tab #3**.

❖ **FINANCIAL STATEMENTS**

The financial statements showing year-to-date revenues and expenditures are found at **Tab #4**.

❖ **PUBLIC COMMENT PERIOD** (*Estimated Time: 15 minutes*)

❖ **SPECIAL PRESENTATION (Tab #5)** (*Estimated Time: 5 minutes, if needed*)

**Resolution – James “Boody” Lewis*

❖ **PUBLIC HEARING (Tab #6)** *(Estimated Time: 15 minutes)*

- Section 46 – 182 & 182.1 Text Amendments – “Throwing missiles,; shooting; use of bows and arrows; Generally” and “Pneumatic Guns”
- Chapter 86 – Zoning Ordinance revision

❖ **COMMITTEE/COMMISSION/BOARD REPORTS (Tab #6)** *(Estimated Time: 15 minutes)*

Committee Reports can be found at **Tab #7**, each Committee Chair may want to update Council as deemed necessary.

Other agencies/authorities or entities may appear to report their monthly/quarterly activities to Council, please see agenda for the groups that will be appearing.

❖ **UNFINISHED BUSINESS (Tab #8)** *(Estimated Time: 15 minutes)*

- Bedford Avenue Park – Council will consider the bids received and the costs associated with the improvements of the Bedford Avenue Park.
- Lynch Road Bridge – Council will consider options for the repair/replacement of the Lynch Road Bridge, which has been closed to traffic.
- Council Retreat Update: Staff will be updating Council on the scheduled retreat.
- Appointment: Council will consider the reappointment of Mrs. JoHelen Martin to the Board of Zoning Appeals.

❖ **NEW BUSINESS** *(Estimated Time: 15 minutes)* **(Tab #9)**

❖ **TOWN MANAGER’S REPORT** *(Estimated Time: 10 minutes)*

- Project Updates: An update of on-going projects is included at **Tab #10**.
- Reports (Tab #11) 1) Departmental Reports; and 2) Other

❖ **ITEMS FOR INFORMATION (Tab # 12)**

❖ **MATTERS FROM TOWN COUNCIL** *(Estimated Time: 10 minutes)*

❖ **CLOSED SESSION**

Town Council Agenda Form

Agenda Placement: **Public Hearing**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

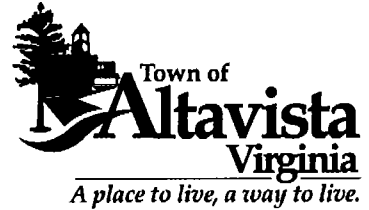
Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Section 46 – 182 & 182.1 Text Amendment

Presenter(s): Town Manager

Meeting Date: DATE



Packet: Tab 6

RE: Agenda Item: 8a

SUBJECT HIGHLIGHTS:

In accordance with changes to the Code of Virginia, the Town's ordinance regarding pneumatic guns needed to be revised. Chief Clay Hamilton submitted language and Town Attorney John Eller developed the attached revisions to Section 46 – 182 and the addition of Section 46 - 182.1. The Police Committee reviewed and recommended approval and the Council set tonight's public hearing at last month's meeting.

ATTACHMENTS: Notice of Public Hearing
Section 46 – 182 & 182.1 Text Amendments

PROCEDURE:

- 1) Mayor Opens Public Hearing
- 2) Report by Staff/Consultant
- 3) Statements by interested parties
- 4) Questions from the Council members
- 5) Discussions among Council members
- 6) Action by Council

Staff recommendation, if applicable:

Conduct the required Public Hearing on the proposed Text Amendments to Section 46 – 182 & 182.1.

Action(s) requested or suggested motion(s):

"I move that the Altavista Town Council adopt the text amendments to Section 46 – 182 & 182.1 as submitted".

TOWN OF ALTAVISTA

Notice of Public Hearing

Use of “pneumatic guns” in Town

The Altavista Town Council will hold a public hearing at its regular meeting on Tuesday, October 11, 2011 at 7:00 P.M. at the Altavista Town Hall.

The purpose of the hearing will be to hear public comment upon a proposed ordinance which will amend and revise Section 46-182 of the Altavista Town Code entitled “Throwing Missiles; Discharge of firearms; Shooting and Use of Bows and Arrows-Generally” and add a new Section 46-182.1 entitled “Pneumatic guns”.

The purpose of the amendments to Section 46-182 and the addition of Section 46-182.1 is to bring the Altavista Town Code into compliance with Virginia Code Section 15.2-915.4 passed by the Virginia General Assembly at its 2011 session.

The text of the proposed ordinances may be examined at the Altavista Town Hall during normal business hours.

J. Waverly Coggsdale, III
Town Manager
Town of Altavista

An Ordinance to repeal, amend and re-ordain Section 46-182 to the Code of the Town of Altavista, 1968, relating to throwing stones or other missile; discharge of firearms; shooting and use of bows and arrows generally.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 46-182 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 46-182. – Throwing stones or other missiles; discharge of firearms; shooting; and use of bows and arrows-Generally.

- (a) No person shall in any street or public place recklessly or intentionally throw any stone, ball, or missile of any character in such a manner as to cause bodily injury to any person or damage to the property of any person, or ~~No person shall~~ discharge anywhere within the town limits any firearm, ~~gravel shooter, air rifle or airgun,~~ or discharge an arrow from a bow, except upon a properly located and constructed gunnery or archery range, approved by the chief of police, as hereinafter provided. The above in writing prior to its use as such. ~~Such~~ provision shall not apply to peace officials or members of the armed forces of this state or the United States while acting in performance of their duties as such. ~~nor shall it apply to any citizen discharging a firearm when lawfully defending his or her person or property.~~
- (b) No minor under the age of eighteen (18) years shall shoot or discharge any firearm, ~~gravel shooter, air rifle, airgun,~~ or arrow from a bow, except upon a properly located, constructed and approved gunnery or archery range, and then only under the immediate supervision of an adult.
- (c) Nothing ~~in this section~~ herein shall apply to the use of a bow of ten (10) pounds or less of draw weight with a blunt rubber-tipped arrow.
- (d) ~~The provisions of This section shall not apply to the shooting of rats, destructive birds, and other noxious animals with shot shell containing shot no larger than no. 5 and with prior permission as set forth in this subsection. Any person wishing to engage in such shooting shall apply in writing to the chief of police for permission to do so, which permission may be granted in the discretion of the chief of police if the proposed shooting does not violate section 46-189 and will not constitute a danger to the public safety. any law-enforcement officer in the performance of his official duties nor to any other person whose said willful act is otherwise justifiable or excusable at law in the protection of his life or property, or is otherwise specifically authorized by law.~~
- (e) This section shall not apply to any person discharging a bow while bow hunting for deer in the Town during the Urban Archery Season, Archery Deer Season, and General Firearms Season, promulgated by the Virginia Department of Game & Inland Fisheries during any year in which the Town of Altavista is participating in such Urban Archery Season program.

(f) Any person violating the provisions of this section shall be guilty of a class 4 1 misdemeanor.

2. This Ordinance shall become effective immediately upon passage.

An Ordinance to add a new Section 46-182.1 to the Code of the Town of Altavista, 1968, relating to pneumatic guns.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 46-182.1 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 46-182.1. Pneumatic guns.

(a) As used in this section, “pneumatic gun” means any implement, designed as a gun, that will expel a BB or a pellet by action of pneumatic pressure. “Pneumatic gun” includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.

(b) Pneumatic guns may be used at facilities approved for shooting ranges, or on or within private property with permission of the owner or legal possessor. Use thereof must be conducted with reasonable care to prevent a projectile from crossing the bounds of the property. “Reasonable care” means that the gun is being discharged so that the projectile will be contained on the property by a backstop, earthen embankment, or fence. The discharge of projectiles across or over the bounds of the property shall create the rebuttable presumption that the use of the pneumatic gun was not conducted with reasonable care. Minors may use such implements only under the following conditions:

(1) Minors under the age of 16 must be supervised by a parent, guardian, or other adult supervisor approved by a parent or guardian and shall be responsible for obeying all laws, regulations, and restrictions governing the use thereof.

(2) Minors 16 years of age and older must have the written consent of a parent or guardian and shall be responsible for obeying all laws, regulations and restrictions governing the use thereof.

(3) Training of minors in the use of pneumatic guns shall be done only under direct supervision of a parent, guardian, junior reserve officers training corps instructor, or a certified instructor. Training of minors above the age of 16 may also be done without direct supervision if approved by the minor’s instructor, with the permission of and under the responsibility of a parent or guardian, and in compliance with all requirements of this section. Ranges and instructors may be certified by the National Rifle Association, a state or federal agency that has developed a certification program, any service of the Department of Defense, or any person authorized by these authorities to certify ranges and instructors.

(4) Commercial or private areas designated for use of pneumatic paintball guns may be established and operated for recreational use in areas where such facilities are permitted by the town’s zoning ordinance. Equipment designed to protect the face and ears shall be provided to participants at such recreational areas, and signs must be posted to warn against entry into the paintball area by persons who are unprotected or unaware that paintball guns are in use.

(c) A violation of this section shall constitute a class 3 misdemeanor.

Town Council Agenda Form

Agenda Placement: **Public Hearing**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

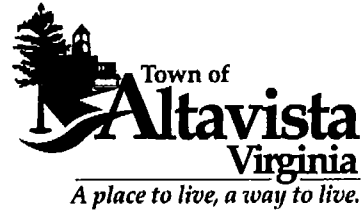
Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Zoning Ordinance – Chapter 86

Presenter(s): Town Manager

Meeting Date: October 11, 2011



Packet: Tab 6

RE: Agenda Item: 8b

SUBJECT HIGHLIGHTS:

The Town of Altavista directed the Planning Commission to conduct a review/revision of the Town's Zoning Ordinance in FY2010. Based on this direction, the Town issued a Request for Proposal and selected Viewshed Consulting, LLC to assist with the ordinance rewrite beginning in March 2010. The Planning Commission, along with Steering Committee members, worked with the consultant to create a draft Zoning Ordinance. The Planning Commission conducted a public hearing on the document at their May 2, 2011 meeting and ultimately recommended the draft for Council's consideration. Also included in the recommendation were several rezoning of properties that the Commission felt should be addressed due to changes in the ordinance. During the Planning Commission's process, a public input session was conducted, combined meetings with the Steering Committee were conducted and a public survey was conducted to gather opinions from the public.

At Council's May 2011 meeting, Planning Commission Chair Jerry Barbee presented the Planning Commission's recommendation. On August 16th, the Town Council and the Planning Commission conducted a Joint Work Session on the recommended draft zoning ordinance, at which time several items were identified. Staff researched these items and presented them to Council at their September meeting at which time they were incorporated into the draft ordinance. At the September meeting, Council scheduled their public hearing on the document for tonight's meeting.

The zoning changes related to this public hearing involve properties in the 500 block (odd numbers) of 8th Street which are currently zoned Commercial C-2 and are proposed to be changed to Residential R-2 (Map 1); properties on Express Line Drive and Rail Line Drive (Commonwealth Mobile Home Park) which are currently zoned Commercial C-2 and are proposed to be changed to Residential R-2, as well as properties in the 500 block (odd numbers) of 9th Street and the 800 block (odd numbers) of Broad Street which are currently zoned Commercial C-2 and are proposed to be changed to Residential R-1 (Map 2); and properties located in the 700, 800, 900 and the 1000 (even numbers) block of 5th Street which are currently zoned Industrial M-1 and are proposed to be changed to Commercial C-2 (Map 3).

It is staff's recommendation that the effective date of the revised Zoning Ordinance be **January 1, 2012**. This would give the Town an opportunity to advise people of the change and our staff time to familiarize themselves with all aspects of the document.

At this time, I will ask Dan Witt and our consultant Greg Baka to give an overview of the draft Zoning Ordinance followed by the Public Hearing on the document and zoning changes.

ATTACHMENTS: Draft Zoning Ordinance (Ctrl+Click)
Notice of Public Hearing (Published September 21st and 28th)
Zoning Change maps
Planning Commission recommendation (May 2011)

PROCEDURE:

- 1) Mayor Opens Public Hearing
- 2) Report by Staff/Consultant
- 3) Statements by interested parties
- 4) Questions from the Council members
- 5) Discussions among Council members
- 6) Action by Council

Staff recommendation, if applicable:

Conduct the required Public Hearing on the draft Zoning Ordinance and Zoning Changes.

Council has the option, after receiving citizen input of the following:

- 1) Defer action
- 2) Adopt the draft Zoning Ordinance and/or Zoning Changes as presented or amended.

Action(s) requested or suggested motion(s):
--

If Council chooses to adopt the Zoning Ordinance and Zoning Changes with an effective date of January 1, 2012:

"I move that the Altavista Town Council adopt the draft Zoning Ordinance and Zoning Changes to become effective January 1, 2012".

**ALTAVISTA TOWN COUNCIL
NOTICE OF PUBLIC HEARING
ON THREE ZONING ACTIONS**

The Altavista Town Council will hold a public hearing on Tuesday, October 11, 2011 at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to consider individually three proposed zoning actions as follows:

1. **Complete revision of town zoning ordinance.** The Town Council has received a recommendation from the Planning Commission that proposes a complete reorganization and revision of the Town's zoning ordinance the intent of which is to update and modernize the ordinance to make it easier to understand and use. The zoning districts and permitted uses therein have been revised in some instances eliminated and the public is advised to review the proposed ordinance prior to the hearing.
2. **Rezoning of certain parcels from C2 Commercial to R2 or R1 Residential.** The Town Council is proposing to rezone 15 parcels in the 500 block of 8th Street from C2 to R2 and 2 parcels in the 400 of 9th Street from C2 to R2. Additionally, 4 parcels in the 500 block of 9th Street are proposed to be rezoned from C2 to R1.
3. **Rezoning of certain parcels from M1 Industrial to C2 Commercial.** The Town Council is proposing to rezone approximately 30 parcels in the 700, 800, 900 and 1000 blocks of 5th Street from M1 Industrial to C2 Commercial. The M1 Industrial zone will be eliminated from the ordinance.

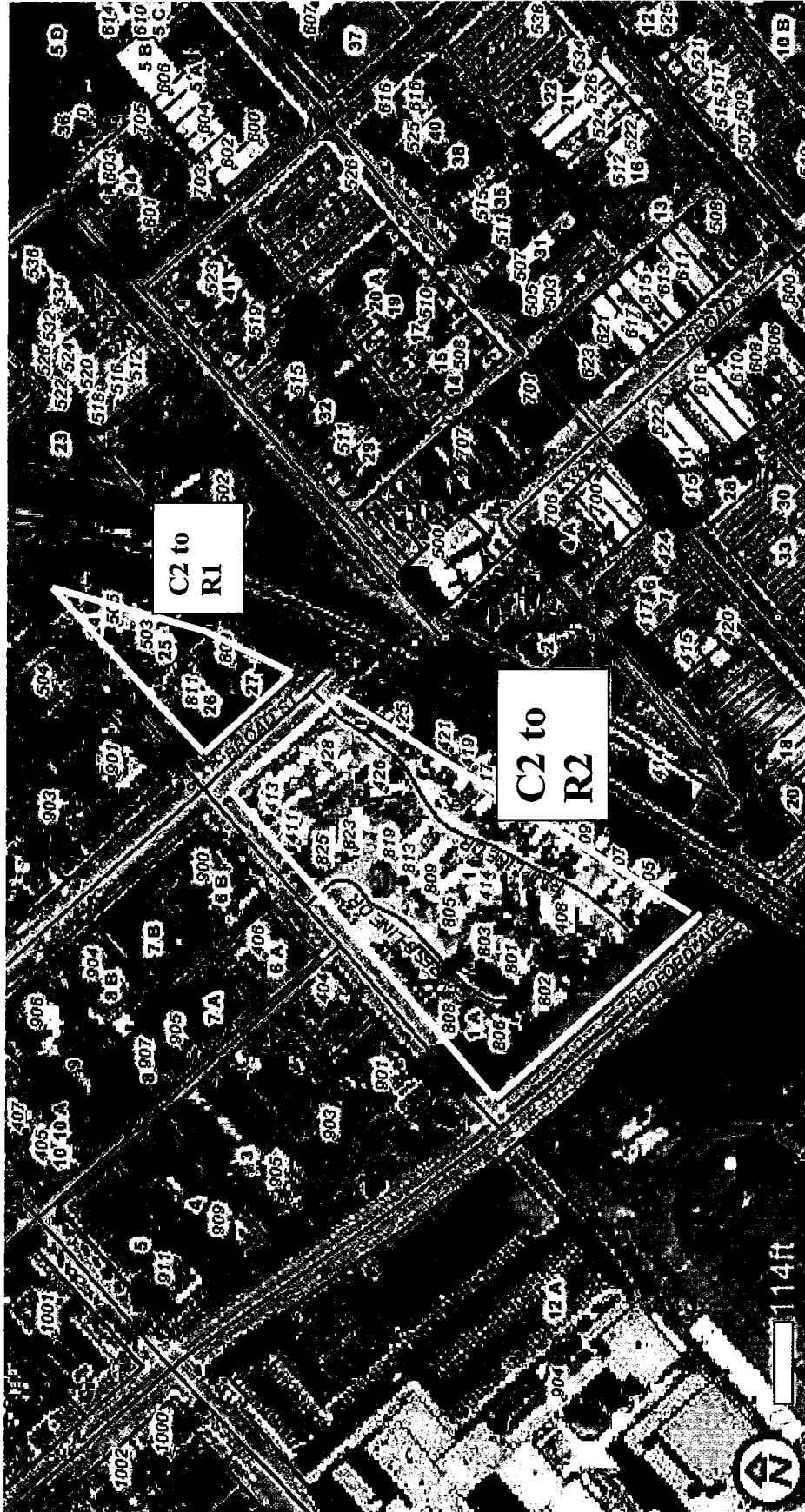
A copy of the proposed complete revision of the Zoning Ordinance and copies each map showing the proposed zoning classification changes may be viewed during regular business hours in the Altavista Municipal Building and at the Staunton River Memorial Library, 500 Washington Street. A copy is also available on the Town of Altavista website, www.ci.altavista.va.us, in the "About Altavista" section.

The public and all interested parties are invited to attend this public hearing to make their views known on these important proposed zoning actions. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

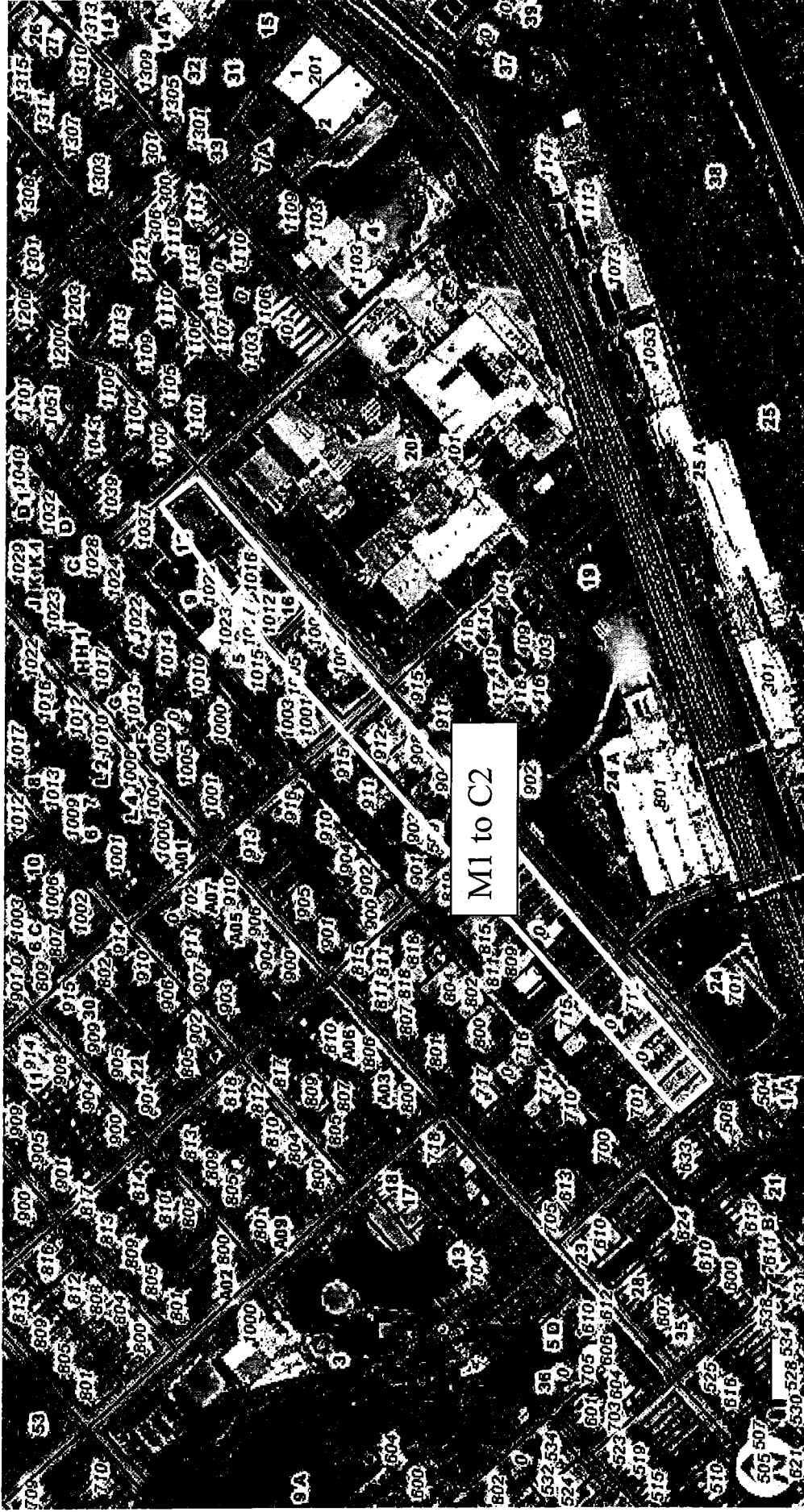
Waverly Coggsdale
Town Manager



Map 1
Parcels on the East side of 8th Street between the alley adjacent to the old fire station and Campbell Avenue. Currently zoned C2 and are recommended to be rezoned to R2



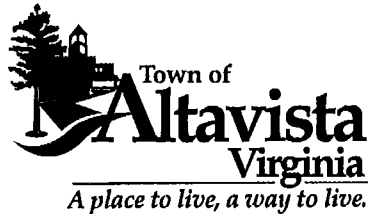
Map 2 Parcels on the east side of 9th Street between Bedford Avenue and Broad Street currently zoned C2 Commercial to be rezoned to R2. Parcels on the east side of 9th Street between Broad Street and Grace Street currently zoned C2 to be rezoned R1.



Map 3
Parcels on the west side of 5th Street between Pittsylvania Avenue to Nelson Avenue
Currently zoned M1 and the recommendation is to rezone to C2

Commissioners

Jerry Barbee, Chairman
Tim Wagner, Vice Chairman
Bill Ferguson
Laney Thompson
John Woodson



Town Planning Staff

Dan Witt
Assistant Town Manager

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

Report and Recommendation to Town Council for Zoning Ordinance Update

History

The Planning Commission held a public hearing on May 2, 2011 at its regularly scheduled meeting to hear from the public regarding a draft of an update of the Town's Zoning Ordinance. The Planning Commission, along with the Steering Committee members, staff and consultant, Greg Baka, have worked on the current draft since January 2010. Since the start of the process over 14 meetings were held, including a public input session, combined meetings with the Steering Committee, and several called meetings. In addition a public survey was conducted to gather opinions from the public.

Greg Baka, with Viewshed Consultants, LLC, was contracted to guide the process of updating the current ordinance to include the following, goals, objectives and methods:

1. Update the Zoning Ordinance to implement the goals and objectives of the Comprehensive Plan and comply with changes to Virginia law;
2. Facilitate community discussion and public input work sessions related to various zoning ordinance topics;
3. Review zoning districts, consider a mixed-use district, landscaping regulations, lighting, and Site Plan Requirements;
4. Draft ordinance language/text, using the recommendations from the staff, Steering Committee, public input;
5. Local Ordinances must be tailored to specific needs and conditions of our community;
6. Consider that zoning is a tool that can be used to implement civic policies such as neighborhood revitalization and promotion of commercial base;
7. Development of the ordinance should be a collaborative process that builds community support and enhances potential for success; and
8. The final document must be easy to administer and must consider staff levels and resources available for administration.

Integrating the 2009 Comprehensive Plan Objectives was an important factor throughout the update process. The objectives included were:

1. Encourage mixed use developments, such as PUD's and second story housing downtown;
2. Encourage development of sales/service sector firms;
3. Promote commercial and industrial firms, while maintaining an atmosphere conducive to expansion of existing ones;
4. Ensure quality and adequate parking availability in all areas;
5. Coordinate new commercial and industrial development with the provision of community facilities, infrastructure, and services;
6. Consider additional assisted living care possibilities;
7. Evaluate zoning/building codes for procedures/impediments;
8. Provide options for upper-story downtown housing;
9. Encourage orderly residential growth relative to services;
10. Protect town neighborhoods by reducing "cut-through" traffic volume on residential streets; and
11. Promote the mixed use development of larger vacant parcels

Timeline

February 2010	Consultant selection/negotiations
March	Award of contract & review background information
April	Kick-off meeting with Steering Committee
May	Prepare for Public Work session
June	Public Open House Work session; seek public input
July	Analyze public input; research Ordinances
August	Review analysis w/ SC; Standards for Definitions
September	Establish structure for districts
October	Use & Design Standards
November	Landscaping/Lighting Standards
December	Site Plan standards and produce a Draft Ordinance
January 2011	Follow-up SC meetings and review of text
February	Revisions to text
March	Final SC meeting and text modifications
April	Produce a Final Draft Ordinance
May	Planning Commission Public Hearing

Overview of Changes to Current Ordinance

Article I Administration

Sec. 86-8 Uses Not Provided For

If a use is not listed as any of the allowable uses, by right or by Special Use Permit, in any zoning district in the entirety of the Ordinance and the use falls within the stated intent for uses in a specific district, the Administrator shall present the proposed use to the Planning Commission, which at its discretion may recommend an amendment to the Code or require an application for a Special Use Permit.

Article II Definitions and Use Types

Definitions previously located in all Articles were moved to Article II and definitions are now grouped by Use Types.

Article III Districts

- RLD (deleted)
- R-1
- R-2
- RHD (deleted)
- R-MHP
- C-1
- C-2
- M-1 (deleted)
- M-2 (now “M”)
- PUD (added)
- DRO

Article IV Development Standards

DIVISION 1. USE AND DESIGN STANDARDS

- Home Occupations
- Multi-family Dwellings
- Temporary Family Health Care Structures
- Upper-story Residential Unit
- Automobile Sales/Service
- Gasoline Stations
- Mini-Storage
- Retail Sales
- Industrial recycling centers

DIVISION 2. ACCESSORY USES AND STRUCTURES

Clarified and organized by use groups

DIVISION 3. PARKING

Reviewed parking standards

Added a parking table

Clarifies parking requirements by use

DIVISION 4. BUFFERS AND LANDSCAPING STANDARDS

Provides landscaping provisions

Allows for a flexibility in types and sizes of buffers

DIVISION 5. MISCELLANEOUS STANDARDS

Provisions for lighting, yard requirements, fences, temp. storage containers

DIVISION 6. SITE PLANS

Added Site Plan provisions that provide more information to staff/PC

Article V Signs

- Minor Changes included formatting
- Added clarity for additional signage definitions
- Added specific language for murals...
- MURAL – A large image, such as a painting, produced by hand and applied to the side of a building wall, generally for the purpose of decoration or artistic expression that shall not advertise or suggest the advertisement of products or services related to a business, which would otherwise be subject to sign regulations.

Articles VI – XII

- Article VI – Telecommunications Facilities
- Article VII – Non-Conforming Uses; Vested Rights
- Article VIII – Board of Zoning Appeals
- Article IX – Amendments; Conditions; Notices
- Article X – Flood Control
- Article XI – Enforcement, Penalties, Administrator's Authority
- Article XII – (Franchises) Removed from Zoning Ordinance- Town Attorney to determine correct location in the Town Code

Public Hearing

At the public meeting no one spoke for or against the draft document. However, because the draft document has eliminated the M1, Light Industrial, zoning district, the PC was considering rezoning these parcels from M1 to C2. Two property owners, Turner Perrow and Charles Edwards, requested that their property remain industrial and not be changed to commercial. This request was considered and approved by vote of the members for the 1100 and 1300 blocks of 3rd Street. The parcels along the 700, 800, 900, and 1,000 blocks of 5th Street, currently zoned M1 would be rezoned to C2 and no owners spoke in opposition to this change.

The PC was also considering rezoning the 400 and 500 blocks of 9th Street and the 500 block of 8th Street. These parcels would be rezoned from their current zoning of C2 to R2. The owner of the Commonwealth MHP, Kevin Turner, spoke out against this because he wanted the park property to remain commercial to allow for the possibility of a hotel in the future. Mr. Turner stated that this was his intent when he purchased the property back in 1996. The PC elected to take this request under advisement and seek more information. It was pointed out that the Future Land Use Map in the 2009 Comprehensive Plan has this parcel shown as residential use in the future.

Staff made an error in the notification ad in the Altavista Journal for the hearing regarding the 500 block of 8th Street and will re-advertise for a hearing in June.

Recommendation

Tim Wagner made a motion that the Planning Commission recommends approval of the updated zoning ordinance with three changes to the presented draft:

1. Correction the section allowing medical pods which are required to be permitted by State Code:
 2. Wording added to allow for an appeal process for satellite dishes in the side or front yard, which are otherwise only permitted in the back yard or on the main structure.
 3. Eliminate the code section 86-617 T requiring a phase one environmental site assessment.
- The motion was second by Bill Ferguson. All members voted in favor with none opposing.

WWTP PCB Bio-Remediation Alternatives Committee

The PCB Bio-Remediation Alternatives Committee met on Wednesday, October 5, 2011 to discuss alternatives related to the bio-remediation of PCB's in the WWTP Emergency Overflow Pond.

The committee reviewed the history of the PCB issue and discussed the remediation options that were considered to date. The two traditional methods are "Dig and Haul" and "In-Situ Thermal Desorption (incinerate)", while other bioremediation options were methods utilizing "organisms, metals and trees". Also, the committee discussed the research that had previously been done on the "Wisconsin Cap".

Based on the discussion, the committee would like to continue to pursue bio-remediation options, most notably, Phytoremediation (use of poplar trees). The committee would seek an allocation of \$2,000 for a visit and review of the lagoon by Dr. Louis A. Licht, with Ecolotree, Inc. In addition, the committee would ask Council to correspond with the Department of Environmental Quality to update them on the efforts and seek their acceptance of the continued evaluation of remediation options.

The committee plans on a brief presentation at the October 11th Council meeting.

Committee Members: Jay Higginbotham, Chair
 Charles Edwards
 Waverly Coggsdale
 Steve Bond

Others Attending: Dan Witt
 John Eller

Town Council Agenda Form

Agenda Placement: **Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

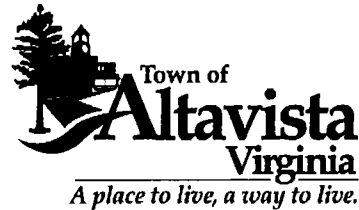
Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Bedford Avenue Park

Presenter(s): Town Manager

Meeting Date: October 11, 2011



Packet: Tab 8

RE: Agenda Item: 10a

SUBJECT HIGHLIGHTS:

The Town has been updating its park facilities for the past few years. So far, the Avondale Park and the 15th Street Park have been completed. During the FY2012 budget discussions, staff was asked to pursue the conceptual plans for improvements to the Bedford Avenue Park.

At a previous Council meeting, it was proposed that the Bedford Avenue Park be considered with the funding that remains in the Community Improvement Fund which was estimated at \$141,000. Staff has moved forward with a "unit price bid" on the construction components (site, wall and fence) and staff also looked into cost of playground equipment. Based on the bids and research, it appears that the park can be improved with the remaining funds in the Community Development Fund (\$141,288.18). Please review the Director of Public Work's memorandum regarding measures that can be considered to handle potential cost overruns and stay within budget. The FY2012 budget has funding in the amount of \$25,000 for Park Improvements, which is being transferred from the Community Improvement Fund; accordingly the remaining funds would need to be transferred to the General Fund via a budget amendment. The budget amendment can be approved once the project is complete and the final cost is known.

I do believe it is important to point out that quite a few trees currently located in or on the perimeter of the park will need to be removed for various reasons (wall location, damaged trees, site preparation, change of elevation, etc.). I would ask that each of you visit the site and note which trees (marked with surveyor's tape) are proposed to be removed.

ATTACHMENTS: Public Works Memo; Park Bid Comparison and Budget; Park Conceptual Design; Drawing (hard copy in packet)

Action(s) requested or suggested motion(s):
--

Approval of park improvement for Bedford Avenue Park.

Possible Action and/or Motion

"I move that the Altavista Town Council direct the Town Manager to proceed with the improvements to the Bedford Avenue Park with a not to exceed budget of \$141,288.18."



Department of Public Works
1311 3rd Street
Altavista, VA
John G. Tomlin, Director
(434) 369-6045

Memorandum

To: Waverly Coggsdale, III
Town Manager

From: John G. Tomlin
Public Works Director

Date: October 6, 2011

Subject: Bedford Avenue Park

Bids have been received and reviewed for the Bedford Avenue Park improvements. Burkhart Nursery, who performed the improvements at 15th Street Park last year, is the low bidder with a bid of \$103,099.20. Please understand that this price was based on non engineer designed plans and are for unit pricing. There are many variables that were taken into account that could/would have an impact on the end cost. With that said, the actual play area should be constructed first and then the semi perimeter wall since the original design calls for a wall 160 feet in length up Myrtle Lane. Some or all of this could be eliminated if we experience price overruns in the play area. By doing it this way we would be able to work within the budget allowed by Council.

I have also acquired a quote for play equipment comparable to what is in 15th Street Park with borders for \$28,275.55. The total thus far is \$131,374.75. The amount in the community improvement fund is \$141,288.18. The difference between contracted improvements total and available funds would be utilized for removal of existing trees & planting of new trees and shrubs as well as storm water management. Labor for site work and some of the tree removal will be provided by Town staff (not included in budget).

If you should require any additional information, please feel free discussing with me. Thank you for your assistance on this matter.



COMPARISON OF PARK BIDS (Received 9/16/2011)

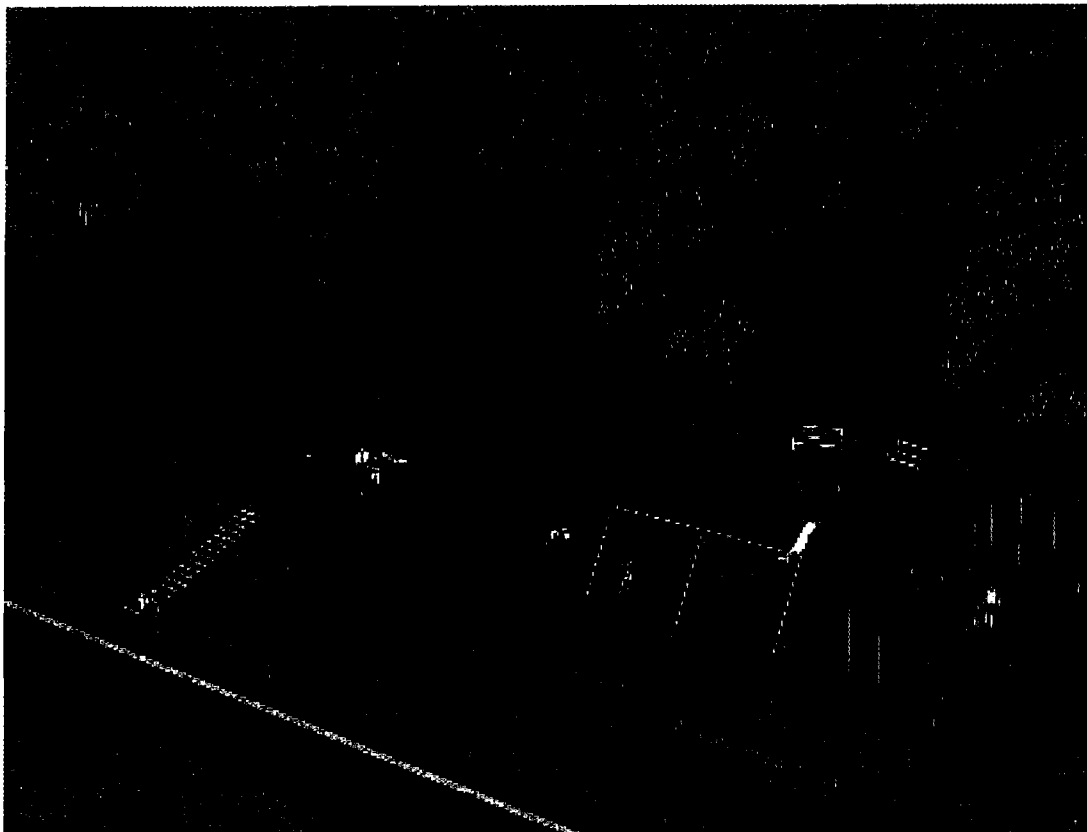
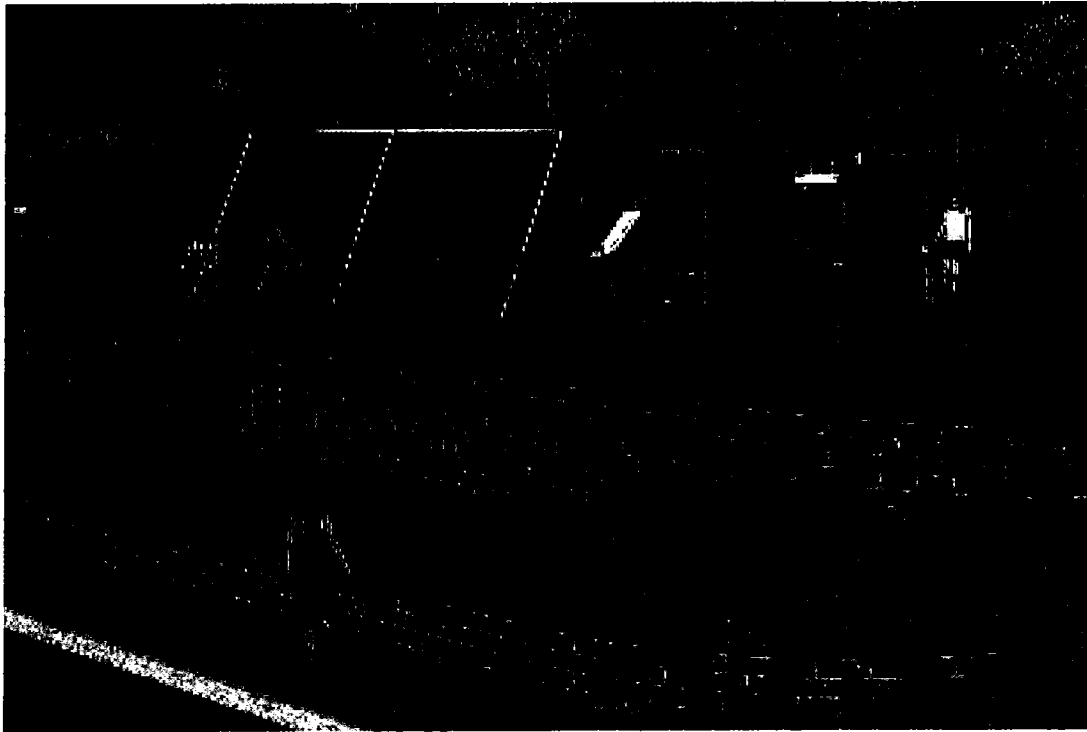
<u>CONTRACTOR</u>	<u>BASE BID</u>
BURKHARDT'S NURSERY	\$103,099.20
OWEN BUILDING & REMODELING	No Bid
SOUTHERN BEACON LLC	\$119,442.00
SOUTHERN LANDSCAPE	\$131,324.40
VA BUILDERS	No Bid
ROSSER LANDSCAPE DESIGN	No Bid

BUDGET

Construction	104,000
Equipment	30,000
Misc.	7,000

TOTAL: **\$141,000**

CONCEPTUAL ONLY



Town Council Agenda Form

Agenda Placement: **Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

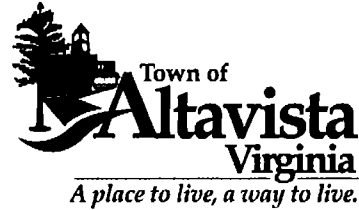
Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Lynch Road Bridge

Presenter(s): Town Manager

Meeting Date: October 11, 2011



Packet: Tab 8

RE: Agenda Item: 10b

SUBJECT HIGHLIGHTS:

As you know, the Town closed the bridge on Lynch Road following an inspection report that indicated issues with both the abutments (substructure) and the bridge decking (superstructure). Staff has been working with Schwartz & Associates, Inc. to develop alternatives for repairing/replacing the bridge.

Attached are three alternatives that have been developed by Schwartz & Associates, Inc. and reviewed by staff. At this time staff would recommend "Scheme A" with an estimated cost of \$174,288.00. As noted in John Tomlin's memo this work is eligible to be funded through our VDOT Maintenance funds and would basically be our project for FY2012. While approval of the funding is not needed, it already exists, staff would ask that Council adopt the alternative that they feel is appropriate (Staff recommends Scheme "A").

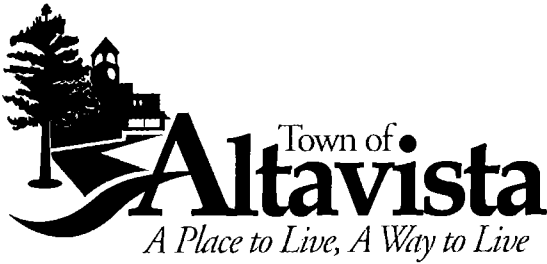
ATTACHMENTS: Public Works Memo; Alternative Estimated Cost Comparisons; Detailed Preliminary Cost of Construction for Alternatives; Email from Schwartz & Associates, Inc.

Action(s) requested or suggested motion(s):

Council select the alternative for repair/replacement of the Lynch Road bridge.

Possible Action and/or Motion

"I move that the Altavista Town Council direct the Town Manager to proceed with "Scheme A", as presented by Schwartz & Associates, Inc., for repair/replacement of the Lynch Road bridge".



Department of Public Works
1311 3rd Street
Altavista, VA
John G. Tomlin, Director
(434) 369-6045

Memorandum

To: Waverly, Coggsdale, III Town Manager
From: John G. Tomlin Public Works Director
Date: October 6, 2011
Subject: Lynch Road Bridge

I have reviewed proposals provided by Schwartz & Associates and feel that Scheme A appears to be the most cost effective given current information. I will clarify with Jim Grizzle (Schwartz & Associates) if they have a life expectancy for each option. My only concern is the narrowing of the channel which could have an impact on water overtopping the superstructure as indicated by Jim. Long term staff has indicated they know of no occurrences where water actually overtopped the superstructure. Since this could be probable by narrowing the channel, I will also discuss with Jim the feasibility on installing a relief/overflow pipe in the lowest portion of the curve below the grade of the bridge to help prevent overtopping, which if occurred, could have devastating results to the bridge. I feel all of this could be done substantially more economical than Scheme C.

I have also reviewed the VDOT Manual and all of this work could be performed with monies we are allocated to perform maintenance work. We currently have a contract with Crawford and Sons to perform storm water/sidewalk work on Amherst Ave. and Broad St. This contract is in the sum of \$304,475 with \$276,000 of that being carried over from last year's allocation. We allocate \$150,000 each year for improvements and would need roughly \$30,000 of that to fund this contract. By limiting paving to Amherst Ave. and Broad St. only (which is not included in the above contract) I feel we could complete the bridge repairs with current highway funds. Please be advised that we would not be able to perform any enhancement projects or paving other than what is listed.

I will apprise you of any new details as they become available. If you have any questions, please do not hesitate discussing them with me.



COMPARISON OF LYNCH BRIDGE ALTERNATIVES

"SCHEME A" – Precast Concrete slabs – 5 slabs at 4'-5" = 22'-1"

Grand Total Estimate: **\$174,288.00**

"SCHEME B" – Steel beams, timber floor, 16' end – end of floor & 22'-0" deck width

Grand Total Estimated: **\$184,848.00**

"SCHEME C" - Replace structure with new 30' clear span precast concrete frame, 24'-0" clear roadway.

Grand Total Estimate: **\$290,678.00**

Detailed Grand Total Estimates are attached.

PRELIMINARY ESTIMATED COST OF CONSTRUCTION**LYNCH ROAD OVER LYNCH CREEK****TOWN OF ALTAVISTA, VIRGINIA****SCHEME A****Precast concrete slabs - 5 slabs at 4'-5" = 22'-1"****REPAIR SUBSTRUCTURE**

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantities</u>	<u>Unit Price</u>	<u>Total Amount</u>
1	MOBILIZATION	LUMP SUM	LUMP SUM	\$ 8,000.00
2	FURNISH CLASS A3 CONCRETE	26 C.Y.	\$ 250.00	\$ 6,500.00
3	PLACE CLASS A3 CONCRETE	LUMP SUM	LUMP SUM	\$ 26,000.00
4	COFFERDAM	2 EACH	\$ 10,000.00	\$ 20,000.00
5	DEWATERING BASIN	2 EACH	\$ 1,800.00	\$ 3,600.00
6	SILTATION CONTROL EXCAVATION	8 C.Y.	\$ 200.00	\$ 1,600.00
7	REPOINT MORTAR JOINTS	120 L.F.	\$ 30.00	\$ 3,600.00
8	SEAT & BACKWALL REPAIRS	LUMP SUM	LUMP SUM	\$ 10,000.00
			SUBTOTAL	\$ 79,300.00

REPLACE SUPERSTRUCTURE

1	REMOVE EXIST. SUPERSTRUCTURE	LUMP SUM	LUMP SUM	\$ 5,000.00
2	PRECAST CONCRETE SLABS	5 EACH	\$ 6,000.00	\$ 30,000.00
3	STEEL RAILING	32 L.F.	\$ 170.00	\$ 5,440.00
4	ASPHALT WEARING SURFACE (Includes repaving 40' each approach)	30 TONS	\$ 250.00	\$ 7,500.00
5	MOD FOA	4 EACH	\$ 2,500.00	\$ 10,000.00
6	ST'D GR-9	4 EACH	\$ 2,000.00	\$ 8,000.00
			SUBTOTAL	\$ 65,940.00
			SUBTOTAL	\$ 145,240.00
			ENGINEERING & CONTINGENCY - 20%	\$ 29,048.00
			GRAND TOTAL	\$ 174,288.00

SCHWARTZ & ASSOCIATES, INC.
CONSULTING ENGINEERS

PRELIMINARY ESTIMATED COST OF CONSTRUCTION**LYNCH ROAD OVER LYNCH CREEK****TOWN OF ALTAVISTA, VIRGINIA****SCHEME B****Steel beams, timber floor, for now assume 16' end-end of floor & 22'-0" deck width****REPAIR SUBSTRUCTURE**

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantities</u>	<u>Unit Price</u>	<u>Total Amount</u>
1	MOBILIZATION	LUMP SUM	<u>LUMP SUM</u>	<u>\$ 8,000.00</u>
2	FURNISH CLASS A3 CONCRETE	26 C.Y.	<u>\$ 250.00</u>	<u>\$ 6,500.00</u>
3	PLACE CLASS A3 CONCRETE	LUMP SUM	<u>LUMP SUM</u>	<u>\$ 26,000.00</u>
4	COFFERDAM	2 EACH	<u>\$ 10,000.00</u>	<u>\$ 20,000.00</u>
5	DEWATERING BASIN	2 EACH	<u>\$ 1,800.00</u>	<u>\$ 3,600.00</u>
6	SILTATION CONTROL EXCAVATION	8 C.Y.	<u>\$ 200.00</u>	<u>\$ 1,600.00</u>
7	REPOINT MORTAR JOINTS	120 L.F.	<u>\$ 30.00</u>	<u>\$ 3,600.00</u>
8	SEAT & BACKWALL REPAIRS	LUMP SUM	<u>LUMP SUM</u>	<u>\$ 10,000.00</u>
		SUBTOTAL		<u>\$ 79,300.00</u>

REPLACE SUPERSTRUCTURE

1	REMOVE EXIST. SUPERSTRUCTURE	LUMP SUM	<u>LUMP SUM</u>	<u>\$ 5,000.00</u>
2	STRUCTURAL STEEL	7,000 LBS	<u>\$ 4.00</u>	<u>\$ 28,000.00</u>
3	TREATED TIMBER	1.8 MFBM	<u>\$ 6,000.00</u>	<u>\$ 10,800.00</u>
4	ASPHALT WEARING SURFACE (Includes repaving 40' each approach)	30 TONS	<u>\$ 250.00</u>	<u>\$ 7,500.00</u>
5	MOD FOA	4 EACH	<u>\$ 2,500.00</u>	<u>\$ 10,000.00</u>
6	ST'D GR-9	4 EACH	<u>\$ 2,000.00</u>	<u>\$ 8,000.00</u>
7	BRIDGE RAILING	32 L.F.	<u>\$ 170.00</u>	<u>\$ 5,440.00</u>
		SUBTOTAL		<u>\$ 74,740.00</u>
		SUBTOTAL		<u>\$ 164,040.00</u>
		ENGINEERING & CONTINGENCY - 20%		<u>\$ 30,808.00</u>
		GRAND TOTAL		<u>\$ 184,848.00</u>

SCHWARTZ & ASSOCIATES, INC.
CONSULTING ENGINEERS

PRELIMINARY ESTIMATED COST OF CONSTRUCTION**LYNCH ROAD OVER LYNCH CREEK****TOWN OF ALTAVISTA, VIRGINIA****SCHEME C****Replace structure with new 30' clear span precast concrete frame, 24'-0" clear roadway**

Item No.	Description	Estimated Quantities	Unit Price	Total Amount
1	MOBILIZATION	LUMP SUM	LUMP SUM	\$ 8,000.00
2	REMOVE EXISTING STRUCTURE	LUMP SUM	LUMP SUM	\$ 15,000.00
3	PRECAST CONCRETE FRAMES	6 EACH	\$ 10,000.00	\$ 60,000.00
4	STEEL RAILING	64 LF	\$ 170.00	\$ 10,880.00
5	ASPHALT WEARING SURFACE	36 TONS	\$ 250.00	\$ 9,000.00
6	FOA	4 EACH	\$ 2,600.00	\$ 10,000.00
7	STD GR-9	4 EACH	\$ 2,000.00	\$ 8,000.00
8	STRUCTURE EXCAVATION	220 CY	\$ 50.00	\$ 11,000.00
9	CONCRETE CLASS A3	90 CY	\$ 500.00	\$ 45,000.00
10	CORROSION RESISTANT REINFORCING STEEL	8,000 LBS	\$ 1.50	\$ 12,000.00
11	COFFERDAM	2 EACH	\$ 15,000.00	\$ 30,000.00
12	DEWATERING BASIN	2 EACH	\$ 3,000.00	\$ 6,000.00
13	SILTATION CONTROL EXCAVATION	20 CY	\$ 200.00	\$ 4,000.00
SUBTOTAL				\$ 228,880.00
ENGINEERING & CONTINGENCY - 27%				\$ 61,798.00
GRAND TOTAL				\$ 290,678.00

SCHWARTZ & ASSOCIATES, INC.
CONSULTING ENGINEERS

From: Jim Grizzle [<mailto:jfgrizzle@schwartzinc.com>]
Sent: Wednesday, October 05, 2011 4:59 PM
To: John G. Tomlin
Subject: FW: Cost Comparisons

Mr. Tomlin,

I have attached the cost comparisons I sent you earlier as well as a third cost estimate for complete replacement. It is our recommendation that Scheme A be used to repair the substructure and replace the superstructure as long as the flooding and overtopping of this bridge is not a significant problem because this scheme will not improve that situation. The construction time for this option would be approximately 8 weeks after completion of the design and fabrication of the precast slab sections.

If the flooding and overtopping is a significant problem, we would recommend Scheme C. Although it is much more expensive, it would eliminate this problem. This scheme is quite a bit more expensive in part because a survey and hydraulic analysis would be required to properly size the structure. Also, the length of time required for construction would be approximately 3 months plus time to have the concrete frame sections designed and cast by a fabricator.

I'm sure you may have other questions, so please give us a call to discuss. I will be out of the office tomorrow but should be in on Friday.

Thanks,

Jim Grizzle, PE
Schwartz & Associates, Inc.
7331 Timberlake Road
Lynchburg, VA 24502
434-237-6584

Town Council Agenda Form

Agenda Placement: **Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Council Retreat Update

Presenter(s): Town Manager

Meeting Date: October 11, 2011



Packet: Tab 8

RE: Agenda Item: 10c

SUBJECT HIGHLIGHTS:

The Council's Retreat is schedule for Thursday, October 27th and 28th (Thursday 4:00 – 9:30 p.m. and Friday 8:30 a.m. – 5:00 p.m.). Staff is nailing down the location and hopefully will be able to report that to you at the meeting.

On Wednesday, October 5th, the facilitator met with five council members to conduct one on one interviews to help in developing an agenda for the retreat. One council member will be meeting with the facilitator later this week.

The day and half concept allows for Council to come together as a group and discuss the issues and concerns that face the Town. The process will assist with getting a good sense of the direction we want to travel, state clear priorities and learn more about how we are functioning as a team (Council/Staff). This process will greatly assist with FY2013 Budget preparation and staff work plans.

Action(s) requested or suggested motion(s):

Establish the retreat dates as regular council meetings.

Possible Action and/or Motion

Set October 27th (4:00 p.m.) and October 28th (8:30 a.m.) as meetings of the Altavista Town Council for the purpose of conducting a Council Retreat.

Town Council Agenda Form

Agenda Placement: **Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

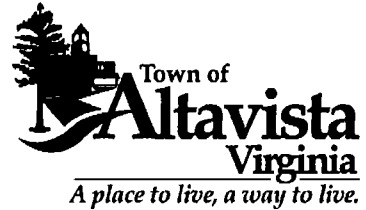
Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Appointments

Presenter(s): Town Manager

Meeting Date: October 11, 2011



Packet: Tab 8

RE: Agenda Item: 10di

SUBJECT HIGHLIGHTS:

BOARD OF ZONING APPEALS (5 year term)

Mrs. JoHelen Martin – 109 River Road

Mrs. Martin has agreed to be reappointed to the Board of Zoning Appeals.

Action(s) requested or suggested motion(s):

Recommend reappointment of Mrs. Martin to Board of Zoning Appeals.

(Circuit Court approves Council's recommendations for BZA appointments.)

Possible Action and/or Motion

"I move that Mrs. JoHelen Martin, 109 River Road, be recommended to the Circuit Court for reappointment to the Board of Zoning Appeals".

PROJECT UPDATE – For Month of September 2011

VDOT Enhancement Project and Downtown Utility Replacement Project

- Sewer, Storm and Water are complete.
- Substantial Completion – December 21, 2011
- Final Completion – January 21, 2012
- Contractor feels confident that project can be finished prior to the contract dates.
- Weekly meetings with business/property owners are held at 8:30 a.m. on Tuesdays at Rountrey's Hardware.
- Sidewalk and new curb are being installed along the west side of Main Street.

Highway Improvement Projects

- Amherst Avenue (9th to Main) and the Broad Street (9th to Railroad) projects are getting underway.

Pittsylvania Avenue Intersection Improvements

- Received agreement from VDOT making this a "locally administered project"
- Meeting schedule with VDOT on Tuesday, October 11th to discuss specifics of "handing off" of the project from VDOT to the Town.

Community Development Block Grant (COMPLETED)

- Façade Improvements completed
- Streetscape (Gateway Park) completed
- Upper Story Housing completed.
- Marketing
 - Way finding signage installed.
 - Kiosk installed
- Final Compliance review by DHCD will be forthcoming.

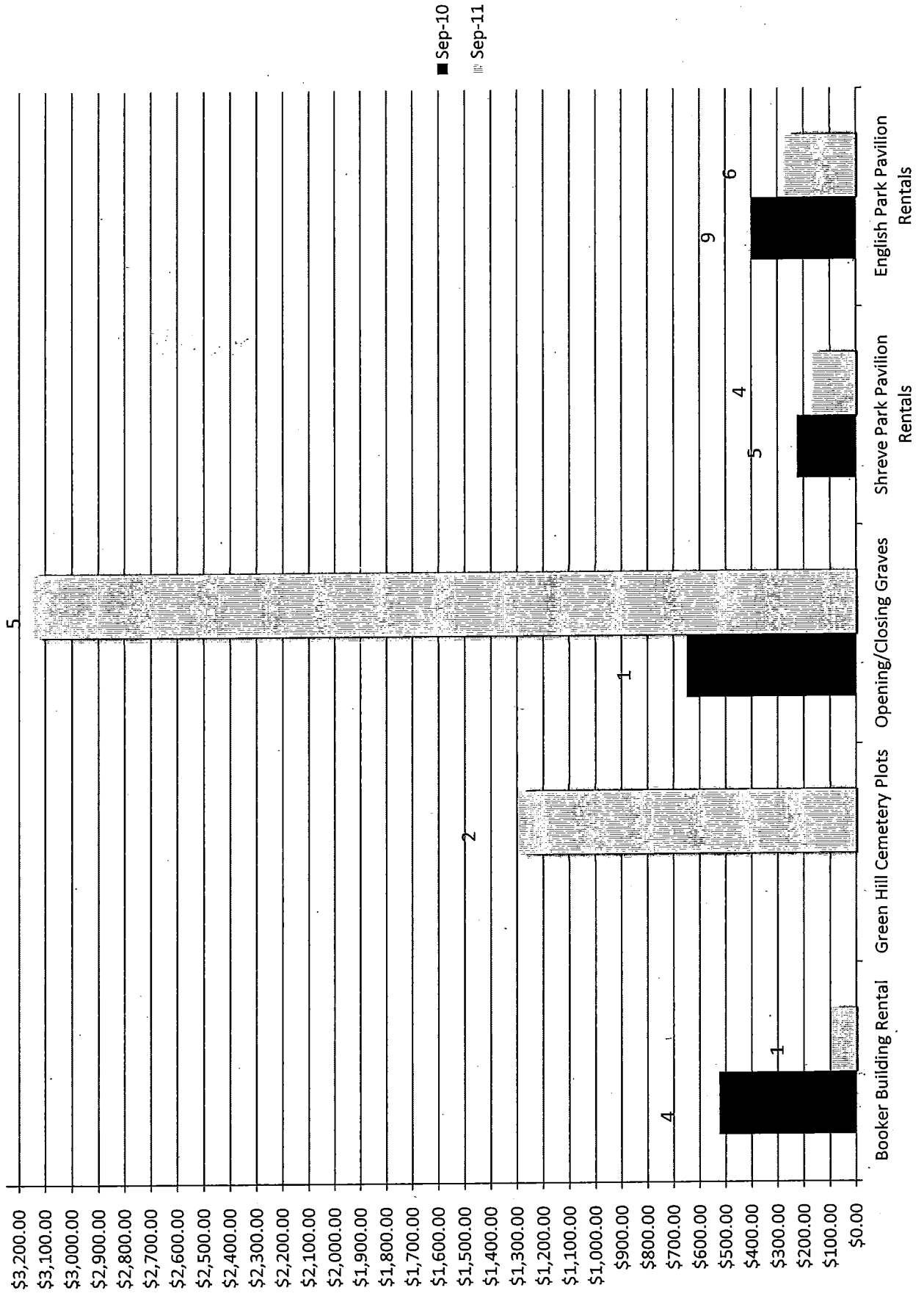
WWTP Emergency Overflow Pond

- Monitoring Well Sampling report has been forwarded to DEQ for their review.
- PCB Bio-Remediation Alternatives Committee formed by Council in September (Members: Councilors Higginbotham and Edwards, and staff: W. Coggsdale and S. Bond)
- Committee will report back to Council in October.
- DEQ has set the endpoint goal at 50 ppm.
- RFP for Remediation Alternatives/Options is being created by Andy Kassoff (EEE Consulting) per Council action at December 2010 meeting.

Water Asset Management Study

- ARC/GIS program installed on Public Works computer – Water system maps installed.
- Delivery of report should be forthcoming in the next few weeks.

ADMINISTRATIVE (SEPTEMBER)



Monthly Report to Council

Date: October 11, 2011
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: September 2011 Monthly Report

NOTE: On vacation 8 days during the month of September.

1. Zoning/Code Related Matters:

1-Sep	054-11	Rayetta Webb, 8th Street	Towne Bank Mortgage, 1015 Main Street
14-Sep	055-11	Bidget Signs, Roanoke, VA	Signs for new Dollar General, 1237 Main Street
13-Sep	056-11	Clyde Saunders, 1110 7th Street	18x21' carport
19-Sep	057-11	B. Layne, Forest Road, Lynchburg	New business- 1205 Main Street- Yogurt Shoppe
19-Sep	044-11	Dennis and Edie DeLappe, Lynch Station, VA	Retail and Antique Store- 615-617 Broad Street
		Gary Hubbard, Long Island, VA	
20-Sep	059-11		Remodel/renovation at 901 10th Street
2 nd Sep	061-11	Brent Wood, Rustburg, VA	20x26' shed for VEPCO at 3519 Lynch Mill Road

2. Site Plans Reviewed and/or Approved:

- Sign setback for church on 10th Street approved.

3. Planning Commission (PC) Related:

- Staffed September meeting.
- Prepared agenda and packets for October meeting.

4. AOT Related

- Attended Monthly Board meeting

5. ACTS Relate

- Completed August billing for operations
- Validated daily ridership and revenue for bus system
- Completed online August monthly reporting to DRPT as required
- Staffed Advisory Board meeting and began work on directives from the Board.
- Provided Title VI document to DRPT.
- Quarterly random drug screen completed.

6. Projects and Administrative Related:

- Updated GIC as needed.

- Met with Steve's Sign Worx to discuss signs for public parking lots within the CBD. Steve to provide templates to consider.
- Certified monthly payroll bank statements.
- Completed report for TC for Avoca's request regarding cemetery on property owned by Chris Germeroth, River Valley Resources.
- Completed notices for TC public hearing for Zoning Ordinance and zoning changes.
- Met with Ntelos representative to discuss contract renewal for Town cell phones.
- TEA 21 project update meeting
- Met with Waverly, John Tomlin, and Frank Murray to work on CIP item for Avoca.



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF SEPTEMBER, 2011

CRIME STATISTICS - September 1, 2011 thru September 30, 2011

Crimes Against Persons

For the Month of September, the Town of Altavista Community experienced 9 incidents or a 80.00 % increase of Crimes Against Persons compared to 5 incidents last year during the same time duration.

- 9 Simple Assault

Property Crimes

For the Month of September, the Town of Altavista Community experienced 8 incidents or a – 27.27 % decrease of Property Crimes compared to 11 incidents last year during the same time duration.

- 1 Burglary
- 4 Shoplifting
- 1 Theft from Building
- 1 Counterfeiting/ Forgery
- 1 All Other Larcenies

CRIME STATISTICS - January 1, 2011 thru September 30, 2011 Y.T.D.

Year to date, the Town of Altavista experienced 47 incidents or a -14.55 % reduction of Crimes Against Persons compared to 55 incidents last year during the same time duration.

- 1 Kidnapping
- 1 Forcible Rape
- 3 Sexual Assault with Object
- 3 Forcible Fondling/ Indecent Liberties- Child
- 6 Aggravated Assaults
- 33 Simple Assaults



Year to date, the Town of Altavista experienced 130 incidents or a -5.11 % decrease of Property Crimes compared to 137 incidents last year during the same time duration.

- 7 Burglary/ B& E
- 36 Shoplifting
- 8 Theft from Building
- 3 Theft from Coin Operated Machine
- 19 Theft from Motor Vehicle
- 1 Theft of Motor Vehicle Parts
- 16 All other Larcenies
- 2 Motor Vehicle Theft
- 4 Counterfeiting
- 3 False Pretense
- 3 Credit Card Fraud
- 1 Stolen Property Offense
- 27 Destruction/ Vandalisms

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

Month of September 2011, the Town of Altavista Community experienced 17 incidents or 6.3% increase in Major Crimes compared to 16 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 177 incidents or a -7.8% decrease in Major Crimes compared to 192 incidents last year during the same time duration.

The above statistics depict “Shopliftings” (from Wal-Mart) and “Simple Assaults” as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.

CALLS FOR SERVICE - September 1, 2011 thru September 30, 2011

The Altavista Police Department was dispatched to 361 Calls for Service or a 6.9 % increase compared to 336 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2011 thru September 30, 2011- Y. T. D.

The Altavista Police Department was dispatched to 3272 Calls for Service or a 3.1% increase compared to 3169 C. F. S. last year during the same time duration.



CRIMINAL ARRESTS EXECUTED - September 1, 2011 thru September 30, 2011

The A.P.D. executed 19 criminal arrests or 16% increase compared to 16 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED- January 1, 2011 thru Sept. 30, 2011 Y. T. D.

The A.P.D. executed 190 criminal arrests or -10.8 % decrease compared to 213 criminal arrests executed last year during the same time duration.

TRAFFIC CITATIONS ISSUED - September 1, 2011 thru September 30, 2011

The A.P.D. issued 54 traffic summonses or a 5.6 % increase compared to 51 traffic summonses issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2011 thru September 30, 2011 Y. T. D.

The A.P.D. issued 514 traffic summonses or a 36.2 % increase compared to 328 traffic summonses issued last year during the same time duration.

OFFICER OF THE MONTH – September, 2011

For the month of September, Detective G.E. Penn has been selected as Officer of the Month. Detective Penn has the responsibility of investigating all of the department's major cases and also assisting with minor investigations. Penn excels at the task and meets the challenge head on with diligence and dedication. Penn is a loyal and integral part of the department who has a good rapport with the citizens and his fellow officers.

PERSONNEL TRAINING

Two hundred thirty-eight hours of training were afforded to police personnel during the month of September 2011. Blocks of instruction pertained to the following subjects: Driver Safety Video, Motor Carrier Inspection, New Laws, Taser Training, and Supervisor/ Leadership Training.

INVESTIGATIONS CALL OUT

Detective Penn was called out on two (2) separate occasions to investigate crimes after normal work hours during the month of September.



WHAT'S NEW

The Police Department is currently planning to partner with the Master's Inn to host a Kid's Day at their facility.

The Police Department will be instructing tactical planning classes in the month of October to the students in the law enforcement program at the Campbell County Vocational-Technical Center.

The Police Department is partnered with Habitat for Humanity to host a Fall Fest event at the Booker Building on Saturday, 1 October 2011.

The Police Department will be hosting its annual Community Crime & Quality of Life Seminar on Saturday, 22 October 2011.

Major Crimes has decreased -7.8 % from last year during the same time duration.

Property Crimes has decreased -5.11 % for this year compared to last year during the same time period.

PLEASE READ THE FOLLOWING – TRAFFIC ENFORCEMENT RELATED

The Altavista Police Department deployed the newly acquired Radar Trailer to initiate a traffic study on Friday, 30 September 2011, at 0920, in the 1700 block of Bedford Avenue. The study concluded on Monday, 3 October 2011, at 0930.

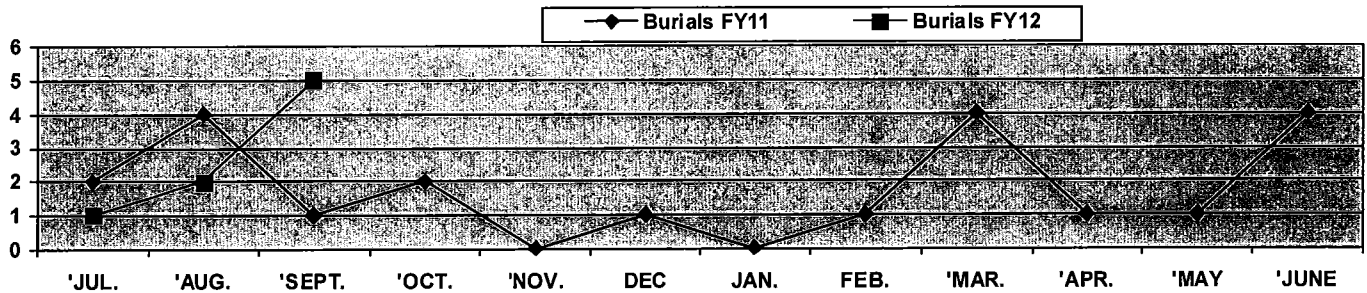
Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

PUBLIC WORKS DEPARTMENT REPORT FOR SEPTEMBER 2011



CEMETERY

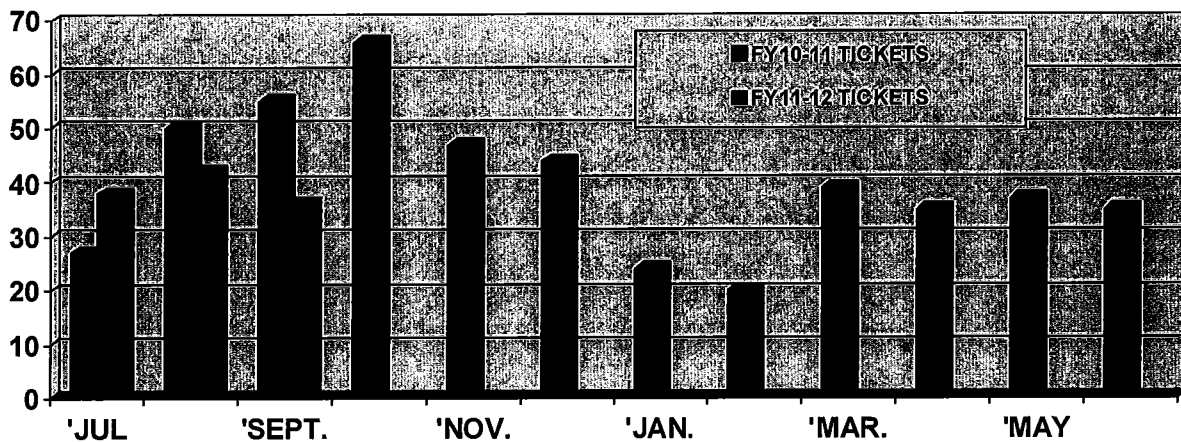
❖ BURIALS: 5



Buildings & Grounds Maintenance

❖ PARKS: Park Duty takes place each and every weekend during this time.

❖ MISS UTILITY TICKETS (36)



REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 82.50 tons.
- ❖ Total brush stops for the month. (127) Stops
- ❖ Total special pickup tonnage for the month 15.47 tons. (107) Stops
- ❖ Total weekend truck tonnage for the month 1.11 tons (3) Trucks

SEWER & WATER

- ❖ Sewer (Video): Page 14 Frazier Lumber yard (1016' / 4 Manholes), 623 Riverview Dr. (250'), 1704 Avondale Dr., Page 10 10th St. (767'), Page 9 English's Auto Alignment (170' / 2 Manholes), Page 13 Mattox Car Wash (170' / 2 Manholes), 1201 Amherst Ave. (125')
- ❖ Sewer (Install Cleanout): 519 Broad St., 1401 Bedford Ave., 8th St. (Altavista Pentecostal)
- ❖ Sewer (Install) New Service: 623 Riverview Dr., 1239 Main St. (Dollar General)
- ❖ Sewer (Repair): Page 14 Frazier Lumber Yard, 1310 Bedford Ave., Page 10 Amherst Ave. & 12th St., 1606 Dale Ave.
- ❖ Sewer (Blockage): 1704 Avondale Drive, 1201 Amherst Ave.
- ❖ Sewer (Clean): Clear Right of Way Page 14 (Frazier Lumber Yard), Page 10 10th St. (816'), Page 9 English Alignment (379' / 3 Manholes), Page 13 Mattox Car Wash (170' / 2 Manholes)
- ❖ Sewer (Root Cutting): Page 10 1000 12th Street

Total Linear Footage (Video): 2,498 / 8 Manholes

Total Linear Footage (Root Cutting): 0'

Total Linear Footage (Clean): 1,365' / 5 Manholes

Total Linear Footage (Blockage): 0'

- ❖ Water (Repair): Staunton River Pump Station, Main St. & Nelson Ave., 1707 Eudora Lane, 807 10th St., Shreve Park War Memorial, 1605 Dale Ave. , 809 10th Street, 1630 Melinda Dr.
- ❖ Water (Maintenance): Main St. (Streetscape Project)
- ❖ Water (Install) New Service: 1239 Main St. (Dollar General)
- ❖ Water (Misc.): Water Cut-Offs due to un-billable accounts.

STREET MAINTENANCE

- ❖ Weekly Street Sweeping: Town of Altavista (73) Miles
- ❖ Weekly Street Sweeping: Town of Gretna (41) Miles
- ❖ Stone Tonnage (3.38) Tons – (Bridge Lynch Road)
- ❖ Asphalt Tonnage (24.77) Tons
- ❖ Bags of Litter (60)
- ❖ Weed Control (177 Gallons)

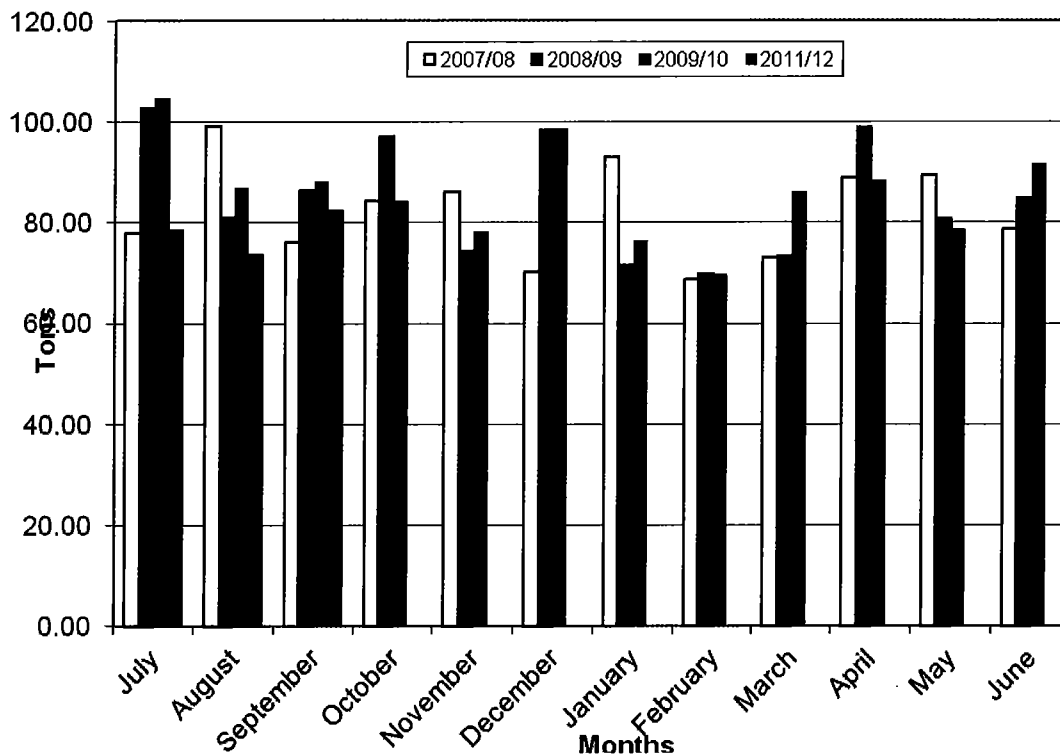
TRAINING

Dealing with Difficult Citizens / Dealing with Irate Customers– All PW Employees

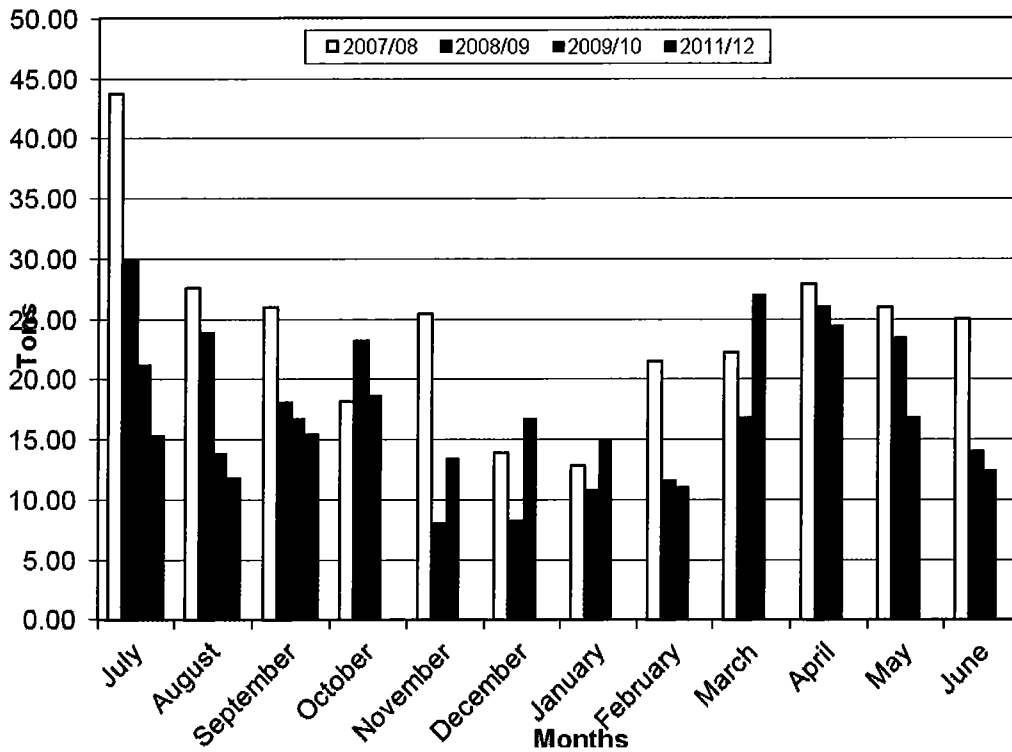
William Yeatts – C.D.L. Training

Vernon Brown – Pesticide Technician Training

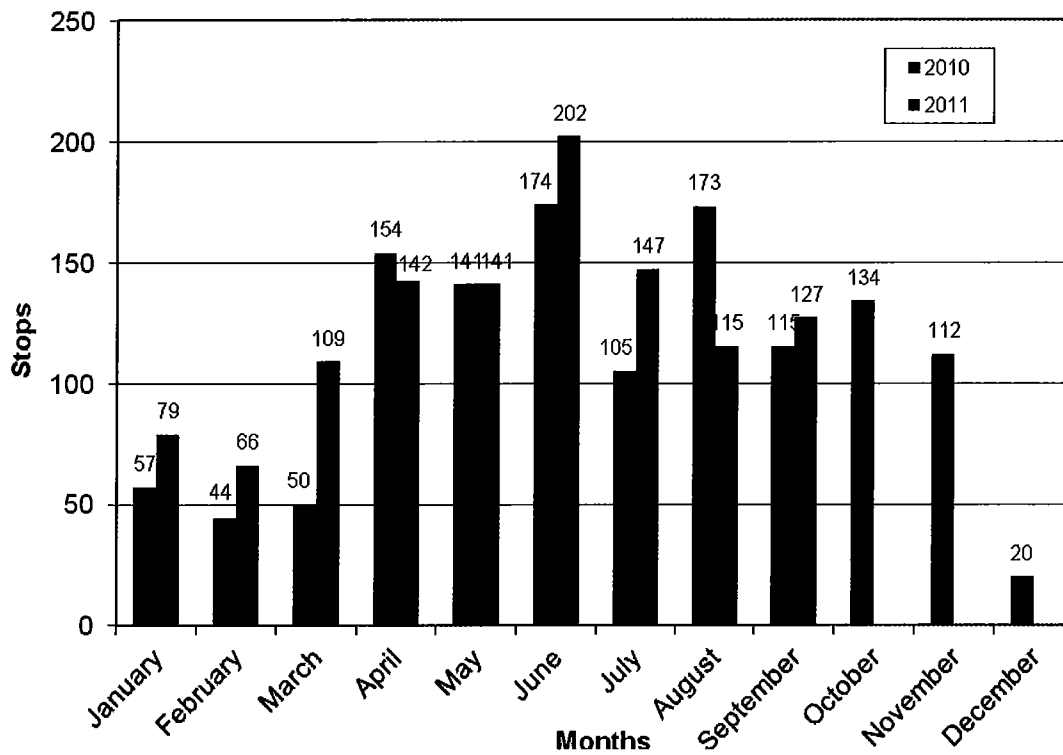
Solid Waste Comparison



Special Pick Up Comparisons



Brush Comparison



Transportation Department Monthly Report

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Total Monthly Miles</u>	<u>Total Monthly Revenue</u>
2010 Dec	139	23	965	0
2011 Jan	391	20	2,961	\$ 232.50
Feb	590	30	3,178	\$ 299.00
Mar	481	21	3,392	\$ 250.00
Apr	495	22	3,109	\$ 240.00
May	551	24	3,085	\$ 269.00
June	1617 ¹	43 ²	3,313	\$ 340.50
July	1364	61	3164	\$ 300.00 ³
August	1499	60	3502	\$ 300.00 ³
September	<u>1255</u>	<u>57</u>	<u>3301</u>	<u>\$ 300.00³</u>
Yearly Totals	6,765¹	<u>41²</u>	<u>29,970</u>	<u>\$ 1,631.00</u>

100%	100%	100%	100%
------	------	------	------

NOTE: The annual estimated revenue for ACTS was \$2,000 with a total ridership of 4,000.

¹Includes 550 riders for UBD Shuttle Service

²Does not include the UBD Shuttle Service Riders in Average Daily Riders figure.

³Donation to provide free fares.

Rider Tracking Tally
Date: Month of September 2011

Stop #	Pick UP	Drop OFF
1.Town Hall	140	62
2.Bedford/11 th	26	28
3.Bedford/West	25	29
4.9 th	11	10
5.7 th /Franklin (YMCA)	53	59
6.Franklin/ 11 th	39	54
7.14 th /School	62	49
8.Amherst/11 th	71	35
9.Amherst/7 th	41	28
10.Main/Middle (One Stop)	106	230
11.Lola/7 th (CVS)	26	20
12.Lola Ext	84	89
13.Avondale/Ogden	24	24
14.Lynch Mill/Ogden (E&S)	18	15
15.Altavista Commons (Wal Mart)	190	204
16.Town & Country (Food Lion& Roses)	94	107
17.CVCC	21	31
18.Main/Campbell	5	27
Other: Lynch Rd, 5 th & Nelson , 5 th & Amherst, BGF	218	153
TOTAL	1254	1254

WASTEWATER SEPTEMBER 2011 SUMMARY

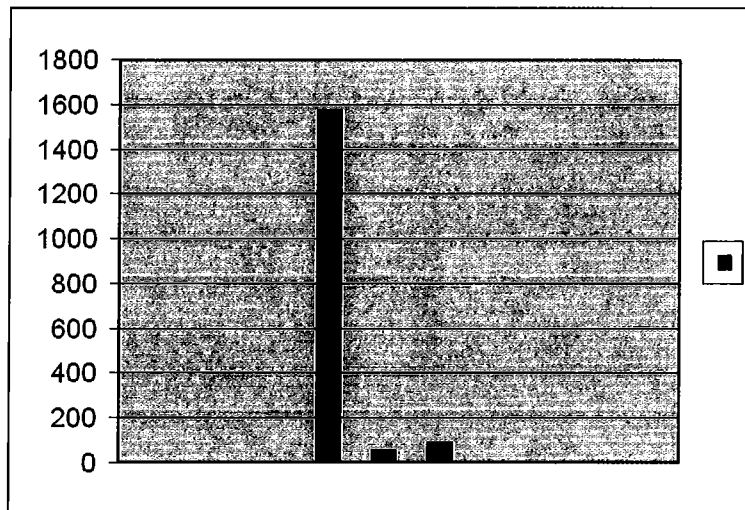
- Replaced clarifier brushes for algae sweep system
- Received approval for Corrective Action Plan submitted to DCLS
- Replaced sump pump float switch at Riverview Pump Station
- Repaired UV system communication board
- Sampled Lab DI unit to meet annual permit requirement
- Repaired PLC Alarm system for facility
- Replaced Press Clothes
- Replaced #1 sludge return motor
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 112 wet tons of sludge processed
- Treated 59.87 million gallons of water

September 2011

1574 Man Hours Worked

51 Sick Leave

87 Vacation Hours



Water Department Report September, 2011

Water Production:

Water Plant: **50.0** million gallons of raw water treated.

Water Plant: **38.6** million gallons of finished water delivered.

Mcminnis Spring: **8.1** million gallons of finished water treated.

Mcminnis Spring: average 271,000 gallons per day and run time hours 16 a day.

Reynolds Spring: **7.1** million gallons of finished water treated.

Reynolds Spring: average 238,000 gallons per day and run time hours 15 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt

Water Plant Averages for September, 2011:

Weekday: **18.0** hrs / day of production

1,922,000 gallons treated / day

Weekends: **9.0** hrs / day of production

958,000 gallons treated / day

Special Projects:

- Holiday on the 5th Ross down.
- Piping new Fluoride tank.
- Painting pipe gallery and 1st. floor continues.

Water Plant

- Repaired Clarion Road Tank Gauge a number of times because of lightning.
- Polly Brown passed her class 2 water license.
- Had to go to 3 shifts on the 24th of July due to demand.